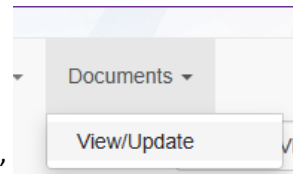


How To Upload your EFT Bank Form and voided check or bank letter

You must notify Theresa Hoang, 14 days prior to making any changes.

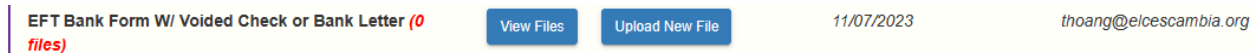
Please follow steps below:

1. Please log into your provider portal and log in.



2. Click on the “Documents” tab and select “View/Update”

3. Please scroll down until you see the folder “ EFT Bank Form w/ Voided check or Bank Letter” and select “Uploaded New File”.



4. Please upload your completed EFT bank form (attached via email) and a copy of your voided check or bank letter. Please do not scan your check on top of the EFT bank form.
5. Please email Theresa Hoang, thoang@elcescambia.org, notifying that you have uploaded your new bank information to the folder.